



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Wendy Carrillo

**Classification:** Executive Secretary

**Posted:** December 13, 2018

Assemblymember Wendy Carrillo seeks an Executive Secretary. A successful candidate will maintain a high level of organization, consistent attention to detail, and excellent communication skills. The position requires flexibility to adjust and respond to changing office needs, including the ability to manage the Assemblymember's fast-paced schedule.

**Contact:** Qualified candidates should email a cover letter and resume to [Brandon.Seto@asm.ca.gov](mailto:Brandon.Seto@asm.ca.gov) and be sure to indicate "Executive Secretary" in the subject line.